HUMAN RESOURCES DEPARTMENT REQUISTION FORM

RECEIVED
MAR - 8 2013
HUMAN RESOURCES

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Health & Human Services Department

ANNOUNCE VACANCY USING (check one box)

☑ INTERNAL ANNOUNCEMENT PROCUDURE ☐ OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Public Health Technician II

☑ NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO_____

DEPT NO 340 POSITION/SLOT NO 001-0053

ADVERTISED SALARY: 43,000.00 OTHER COMPENSATION: _____ COMPENSATION TYPE:_____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Edinburg (Central Office) Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Eduardo Olivarez EXTENSION / PHONE NO: (956) 383-6221

Eduardo Olivarez / Gloria Saenz
Department Head or Elected Official

03/08/13
Date

FUNDS AVAILABLE: YES x NO____ DATE OF FUND AVAILABILITY: 03/26/13

BUDGETED SALARY, GRADE & STEP: 43,000.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rios 03.08.13
APPROVED HR ~~CHIEF OF STAFF~~ Designee / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES____ NO____. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

Revised Date: May 2008